



*Phylliss Leon Guerrero*  
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## Department of Integrated Services for Individuals with Disabilities

Dipåttamenton Programa Para I Maninutet  
Government of Guam

*Division of Support Services for Individuals with Disabilities*



*Lourdes A. Leon Guerrero,*  
GOVERNOR

*Joshua F. Tenorio*  
LIEUTENANT GOVERNOR

June 2, 2022

### MEMORANDUM

To: Director, Department of Administration

From: Director, Department of Integrated Services for Individuals with Disabilities (DISID)

SUBJECT: Selective Factor for Vocational Rehabilitation Counselor I

Hafa Adai Director Birn,

The Guam Department of Integrated Services for Individuals with Disabilities' Division of Vocational Rehabilitation is looking for Vocational Rehabilitation Counselors to act as a Pre-Employment Transition Services Specialist to assist students with disabilities prepare for post high school education, training, and employment through the provision of pre-employment transition services.

Ideal candidates are innovative, independent, and enjoy working with students with disabilities. A key part of these VR Counselor I position(s) are developing relationships with businesses to create opportunities for students to explore vocational options. This position is federally funded.

#### Examples of Work:

- Initiates and maintains relationships with students, parents, school and other educational entity staff to allow for development of effective job exploration, work-based learning experiences, workplace readiness training, counseling on postsecondary training options, and instruction in self-advocacy for students with disabilities.
- Conducts job exploration activities; explores post-secondary training options; advises and instructs student with disabilities in informed decision making and interpersonal, educational and vocational skills; explores student strengths and self-advocacy skills related to their disability.





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- Provides an orientation about Guam DVR and pre-employment transition services to parents, guardians, students, community groups, referral sources, and schools. Responds to basic questions about Guam DVR.
- Visits assigned high schools to meet with school staff and students with disabilities to ensure coordination of services.
- Develops and maintains partnerships with employers, human resources, and management to maintain effective opportunities for job exploration, work-based learning, and work opportunities for students with disabilities (projects, Summer Transition Programs, etc.)
- Recommends the purchase of goods and services for students in accordance with established fiscal policies and procedures of Division of Vocational Rehabilitation.
- Possesses a valid driver's license, travels independently, and works in a variety of settings.
- Maintains regular and reliable attendance.

**Functions: Including the functions above, VRC will also be responsible for the responsibilities listed below.**

- Prepares and approves cases for client eligibility, priority groups, job goal, and plan for employment by analyzing and synthesizing medical and psychological reports, social, education, and employment information.
- Develops, manages, and approves Individualized Plans for Employment (IPEs), and employment outcome determinations.
- Conducts employment discussion and career exploration to assess consumer strengths and barriers, vocational interests, aptitude, skills, preference and values.
- Advises and instructs adults and high school age youth with disabilities in informed decision making, interpersonal, educational, and vocational skills.

**Other Duties and Responsibilities:**

- Attends Individualized Education Plan (IEP) meetings for students with disabilities.
- Serves as liaison with community businesses to facilitate real life work experiences for student with disabilities.
- Attends person-centered planning meetings for students receiving services under title XIX of the Social Security Act.
- Participates in Guam VR and Guam Department of Education committees and work groups.





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- Provides one or more of the following (1) benefits analysis, (2) Employment Success Skills (ESS) training, (3) independent living skills training.

### **Minimum Qualifications:**

Bachelor's Degree in a related field and at least one year of direct experience working with and advocating for students with significant disabilities. Experience in training providing vocational and case management services (documenting observations, writing case notes, locating resources).

### **Abilities:**

Interact with young adults with significant disabilities.  
Locate and summarize information from files and documents  
Convey technical information to individuals with varying levels of knowledge.  
Communicate orally and in writing with agency staff and the public.  
Establish and maintain effective working relationships.  
Understand, interpret, and apply rules, administrative policies, and program guidelines.  
Operate office equipment necessary to perform the required duties.

*Senseramente,*

PHYLISS LEON GUERRERO